

# APRIL KAY COOPER ▶ RESUME

19/01/1993 (UK)  
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## EDUCATION

TEFL (120 Hour Certificate)

Canterbury Christ Church University 2013/14  
BA Photography and Multimedia Design

ICB College, Beijing 07/2013  
Chinese Language and Culture (A)

University of Bedfordshire 2011/13  
BA Photography and Video Art  
Mandarin Chinese (Basic Language for Business)

Orchards Academy, Kent 2004/11  
BTEC National Certificate in Art and Design (A, A)  
GCSE (13 A\*-C); Art (A), Business (A\*, A\*), Hospitality and Catering (A, A, A, A),  
English Language (C), English Literature (D), Maths (C), Science (B, C),  
Citizenship (B), IFS (International Finance School) Personal Finance,  
JSLA (Junior Sports Leader Award).

## OPERATING SYSTEMS

Mac  
Windows

## PROGRAMS



## EMPLOYMENT

Inline Marketing, Kent (2015/16)

Artworker / Designer / Printer

**Responsible for;** preflighting, amending and preparing artwork for print and web. Artwork updates, contacting suppliers for specifications, matching Pantones and creating die cut templates. Regular internal and client communication. Structurally filing artwork, emails and printed samples correctly.

Designing leaflets, brochures, banners, business cards, stationery, adverts, merchandise, signs, email signatures, certificates and occasional cards.

Setup artwork for digital print (XEROX) using 1mm gutter layouts, amend current and create new layouts. Occasionally cover printing, trimming, and processing booklet orders through a DocuMaster (Morgana). Calibration, tray alignments, paper stock take, scanning and quality control.

Loud Monkey, Kent (2015)

Marketing Intern / Junior Producer

**Responsible for;** 250 social media posts per week using Sprout Social. Researching current trends and liaising with clients for content. Client meetings, working individually and as a team to create marketing strategies.

Videography, interviews, video editing, and sound recording. Concept creation, scheduling and preparing relevant equipment. Photography, photo editing and creating marketing content.

April Kay (2013/15)

Freelance Artist

**Responsible for;** painting, logo design, leaflets, business cards, photography, videography and illustration.

Timber Lake West, NY (2014)

Media Team (Video, Photo and Blogs)

**Responsible for;** creating and organising filming schedule, creating scripts, fulfilling schedule using Canon 1100D and shotgun microphone audio. Edit all footage to weekly theme music contending with music licences. Upload one video per day, optimising uploads with metadata and post to multiple social media outlets. Creating a 45 minute memorabilia video every four weeks. Capture, edit and post 400+ photos one day per week.

IAMVIP, Bedfordshire (2011/13)

Events Photographer

**Responsible for;** two/four venues per evening and covering up to 70 images per venue. Managing/transporting equipment; Canon 1100D, flash gun, multiple lenses and printers. Crop, print and trim keyring size images and assemble. Stocking merchandise; keyrings, photo holders, paper and ink. Selling, handling cash and documenting sales. Watermark all images and upload with appropriate metadata and language to each venues Facebook page.

Jardine Lloyd Thompson, London (2010)

Administrator

Austin Lodge Golf Club Kent (2008/09)

Waitress / Pot Washer